	APOLLO HOSPITALS, SECUNDERABAD		IMS – 06a
			Issue: C
	POLICY ON ACCESS TO MEDICAL RECORDS		Date: 06-01-2017
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PREPARED BY: Hospital Administrator		APPROVED BY: Chief Executive Officer	

### 1.0 PURPOSE:

To provide details about the process of access in faster way to retrieve the documents from Apollo Hospitals, Secunderabad

### 2.0 SCOPE:

The scope it gives detail about the documents are arranged and faster possibility of retrieval in proper way in Medical Records in floors and Medical Records Department from Apollo Hospitals, Secunderabad.

### 3.0 RESPONSIBILITY:

Medical Record Committee, All Nurses, Ward Secretaries, Other Para Medical Staffs, all the Medical Record Department Staffs.


### 4.0 POLICY:

MRD must follow all the statutory duties under data protection act. All access must be dealt with proper requests and appropriate safeguarding confidentiality of personal information.

### PATIENT:

- When patient come for OP or IP.
- When patient / patient caretakers request summary or reports which are missed by them or for some claim purpose. The requisition must be authorized by particular patient's consultant / it must be authorized by Medical Superintendent.
- Whenever the patient / legal heir requests for a photocopy of his / her medical record, the same can be collected with the approval of the Medical Superintendent.

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#### **BY LAW / EXTERNAL:**

- When we receive the summon for particular patient.

#### **PHYSICIAN / CONSULTANT / INVESTIGATORS:**

- When the doctors and consultant requesting for the study purpose and for research.
- To issue the record for administrative investigations and financial settlements.
- To issue the record for clinical meeting.
- Whenever any investigator wants to verify the patient's medical records, they collect the authorization letter from the patient / legal heir and an identification letter from the insurance office.

Patient records are available to authorized care providers who are identified by the organization to facilitate the exchange of information.

Authorized care providers include :

- Doctors
- Nurses
- Physiotherapists
- Dietitians
- Technical personnel
- Patient care co-ordinators (Secretary , Ward Secretary, Receptionist)
- Medical Records Personnel

Any other personnel as approved by the Medical Superintendent.

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